



MINUTES

SOUTHERN CALIFORNIA INTELLIGENT TRANSPORTATION SYSTEM (ITS) PRIORITY CORRIDOR STEERING COMMITTEE MEETING

Tuesday, February 1, 2000

Host: Caltrans District 7

120 S Spring Street, Room 461

Los Angeles, CA

1. Welcome and Self Introductions

2. ISSC Presentation

Gilbert Tafoya, Caltrans Information Systems Service Center (ISSC) will provide an update on Caltrans' capabilities to support the Priority Corridor Showcase Network.

Gilbert Tafoya presented information on the structure and capabilities of the Caltrans WAN. He invited those present to provide him with a business card and said he would be glad to contact their agencies and arrange for them to join the Caltrans statewide system. Questions were asked concerning the impact of the State moratorium and process control policies on Showcase project deliverables and future contracts for projects already approved and funded under Showcase. Gilbert suggested that a meeting with the director of the Southern Region Department of Information Technology (DOIT) and the Steering Committee would be beneficial in explaining the situation and projects to DOIT to see if an exemption could be granted.

John Duve said we would be interested in meeting to discuss the statewide plans/projects and clear the path for Caltrans to honor its commitments to the Showcase projects. He stated a letter had been sent to the Caltrans Director asking for his help in exempting these projects. He expects to hear back within a week or so.

Bob Huddy asked what the specific process was for exempting projects and for writing a Feasibility Study Report (FSR). Gilbert explained that there are data processing managers in each district who could explain the steps to take in each process.

3 Steering Committee Business and Chairman's Report

3.1 Consent Item

Synopsis of the January 4, 2000 Steering Committee Meeting

3.2 Letter to Caltrans' Director

The Chair will present a copy of the letter sent to Caltrans' Director Medina.

3.3 Software Rights

Pam Marston will lead the discussion of contract language regarding Software Rights.

3.4 Approve Endorsement of CAATS Statewide Initiatives

CAATS is asking for Priority Corridor endorsement of their Statewide Initiatives.

3.5 New Directions: An Action Summary for the Southern California ITS Priority Corridor

The Steering Committee is asked to approve the Action summary.

3.6 Showcase Project Director and Staff Appointment

Update on the appointment of Showcase Project Director and Program staff.

3.7 Election of Steering Committee Second Vice Chair

It is recommended that the Steering Committee approve the new position of Second Vice Chair and elect a member. Also, subcommittee chair positions will be elected to fill vacated positions.

The minutes were approved as read.

A copy of the letter that was sent to Caltrans Director Jose Medina was provided to the Steering Committee. There has been no response as yet, hopefully we will have some news by the end of the week.

Staff was asked to provide an electronic version of the letter. It will be emailed to members later this week.

Pam Marston distributed a handout showing the projects' software Contract Language. She had copies of every project except Fontana/Ontario and InterCAD. Some cells had question marks meaning it was not possible to determine the information. Pam asked where the committee thought we should go next with this issue. Pam was charged with the responsibility to assess transferability of software not only for Showcase projects but also to regional projects connecting to Showcase. Legal aspects for the contract language for software rights need to be examined also.

John felt the new Vice-chair (for policy issues) should lead the effort on this to determine if the language is adequate to protect the interests of the Corridor partners or if different language is needed. Pam will work with the Vice-chair on this issue

In addition to this issue is the corresponding one of what the Priority Corridor "Steering Committee" will look like in the future. Do we need to organize into a JPA or some other entity to be able to enter into contracts and/or become a software repository?

CAATS would like to receive endorsement of their process to develop the statewide Deployment Plan and the initiatives. Bob Huddy made a motion to direct the Chair to write a letter of endorsement for the process to CAATS. Motion seconded and approved.

George Smith presented the Priority Corridor Action Summary for committee approval. Bob Huddy made a motion to approve the document. Tom seconded the motion. Motion Approved.

George said the task force would work on ensuring the final draft of the Strategic Guide would mirror the Action Summary. He will have a final prepared for the March meeting so that the committee could review it before the meeting. Approval of the Strategic Guide is set for the April meeting. The Steering Committee asked George to highlight the changes/additions so it would not take so long to review the document.

Tom announced the appointment of Ali Zaghari as Showcase Project Director. The appointment was made following a statewide process to evaluate all qualified candidates. Ali, working with Frank Quon, Roy Bushey, Tom West, Homor Noroozi and John Duve will try to finalize the staff selection by the March meeting.

John asked that an item for next month's agenda be the staff assignments and an update of organization structure which identifies project managers, how to contact them and future staffing needs. This will be a monthly report. Ali added that in the subsequent meetings, he intends to present a detailed plan for the committee's review and approval. This plan will include project/program management activities tying the committee's staff roles and responsibilities to the support available via Caltrans southern districts and other agencies' resources corridor-wide.

John explained his concept of the need for a second vice chair to act as a problem solver in the area of policy issues. Ken Baxter made the motion to elect a second vice chair, Michael Morgan seconded the

motion. Motion passed. Second vice chair duties will include the areas of administration/ policies, program and coordination issues. That person will work with all committee members to make decisions.

Bob Huddy was elected Second Vice Chair.

Ed Khosravi was elected as the Chair of the TAS.

4.

Showcase Program and Project Director's Report

4.1 Status of Showcase Program and Projects

Ali Zaghari and Iteris, will provide an update of the Showcase Program, the Showcase Network Development and related projects.

4.2 Update on Kernel V 0.3 Throughput

The staff and the TAS reviewed the consultant recommendation on this issue.

4.3 Other

Ali will incorporate reports on the regional projects into his presentation on Showcase status starting next month. John would also like the meeting's hosting agency to make a presentation on their specific project(s) giving everyone a more in-depth look at the projects and how they relate to other Showcase projects. This can be incorporated into a corridor-wide presentation suitable for board meetings for our partner agencies.

As previously reported, the Acceptance Testing of Kernel Prototype V 0.3 in December revealed a couple of problems. The location reference service appeared to have gone through a self-invoked shut-down. Further analysis showed that the service may have not been properly turned on to begin with. The location reference service's scripts will be re-tested. The second issue was related to objects through-put. The test showed a performance degradation of about 50 to 60 percent. Further analysis by the consultants narrowed the cause to hardware related. In its January 25, 2000 meeting, the TAS reviewed and supported the consultants recommendation to proceed with Version 0.3 for IMAJINE since the Kernel Prototype V 0.3 satisfies that project's performance requirements. However, the TAS requested that the results of the parallel tasks related to updating the users requirements and the communication requirements be used as supporting information in their review of options to remedy the performance degradation. The selected option, upon approval by the Steering Committee (March 2000) will be captured in the upcoming Implementation Phasing Plan related to the development of Kernel V 1.0 and subsequent versions.

30-Day look ahead—The consultant will be conducting a communications requirements round table in mid-February. The draft User Requirements Document has been delivered. TAS will meet later in February to receive comments disposition.

John requested that the Steering Committee receive a recommendation on the through-put issue by the March 2 meeting.

The consultant (NET) asked everyone to be aware there may be a security issue concerning infrastructure with other agencies. This is something that may need to be addressed in Version 1.0. This issue will be placed on the March agenda.

Ross suggested the consultant view each TMC office/space and arrangements for staff to determine if there is enough room for equipment/staff. He also requested a fact sheet be prepared stating the physical (space) requirements needed for the equipment and staff. Jim Kerr will prepare the fact sheet and will work with Ali for review and input by the Districts.

Peter asked who was going to take the lead in working with ISSC. John said Ali and Tom will take the lead in moving things along the right track. However, unsigned contracts for projects already approved and funded and ATMS are additional issues that need resolution.

John would like an exemption of all Corridor projects including the four District TMC ATMS projects and hopes to gain the Director's support. John will follow-up on the letter and give an update next month

It was suggested that we identify a list of impacts to specific projects and project delays for the Director and ISSC. Ali will do this.

The Corridor-wide ATIS Selection Committee will meet on Thursday Feb 3 at OCTA to review consultant's presentation's and choose a consultant for the Corridor-wide ATIS project.

5. Public Comment

Bob Huddy distributed copies of the San Gabriel Smart Shuttle Project brochure.

6. Set Agenda – The Next Regular Meeting of the SC ITS Priority Corridor Steering Committee is March 7, 2000 at the Caltrans District 8 Office located in San Bernardino.